



JOB DESCRIPTION

JOB TITLE: Trainee Consultant

PLACE OF WORK: Primarily home based. At client offices when on an interim assignment. You will need to establish a home office.

HOURS OF WORK: Full time, core office hours of 9.30am – 5.30pm

RESPONSIBLE TO: Managing Director

EMPLOYER: Thought Support Limited – this is a sister company to THINK Consulting Solutions

Background:

This role is offered on the basis of a two year fixed contract, during which time the postholder will undertake a mix of interim and consultancy assignments and will follow a training programme to develop the skills necessary to become a successful Consultant. At the conclusion of the two year period, it is envisaged that the postholder will be ready to become a full time Consultant with THINK Consulting Solutions.

The trainee will be required to deliver a target for days that are billable to a client. These will be delivered through a mix of interim and consultancy assignments. In year 1, 80% of the days will be delivered through interim assignments and 20% through consultancy assignments. In year 2, 40% of the days will be delivered through interim assignments and 60% through consultancy assignments.

The trainee will follow a training programme designed to equip them with the skills to become a consultant. Training will take the form of formal, class room style learning and shadowing other team members in the delivery of projects. The trainee will also be allocated a “buddy” from within the THINK team.

Main duties:

1. Deliver interim assignments, working to the brief provided by the client and agreed by the Consultancy Services Manager.

2. Deliver consultancy assignments in line with client briefs and accepted proposals and to agreed deadlines.
3. Develop a pipeline of contacts and prospects who are potential consultancy clients, using own networks, sector networking opportunities and in response to leads received by THINK.
4. Proposal writing and pitching for new business – year 1 - input into the production of proposals and pitch meetings as required to secure new consultancy assignments. From year 2, lead proposals and pitches, as well as inputting into those being led by other colleagues.
5. Attend interviews to secure interim assignments.
6. Keep abreast of general sector developments and those specific to your areas of practitioner fundraising expertise. Share knowledge as it is acquired with the THINK team.
7. Submit session proposals to speak at conferences and events, as agreed with the Managing Director and as part of THINK's marketing and promotional activity.
8. Attend relevant conferences, as agreed with the Managing Director.
9. Write blogs and articles and deliver content via LinkedIn, Twitter and other agreed social media sites, as required as part of THINK's marketing and promotional activity.
10. Undertake personal administration for record keeping purposes, submitting paperwork in line with defined business processes.
11. Attend THINK team meetings.
12. Undertake other duties as can be reasonably requested.
13. Comply with THINK's working policies and practices.
14. Be aware of and comply with all best practice guidelines from the Institute of Fundraising and the Fundraising Regulator (THINK is a member of both organisations).

Person Specification:

CRITERIA	Essential/Desirable
Good level of general education – A levels or equivalent	D
Institute of Fundraising Certificate or Diploma	D
Circa 10 years' experience of fundraising across at least two key income streams	E
Experience of developing strategic and operational plans	E
Experience of managing teams	E
Experience of managing income and expenditure budgets	E
Target driven and motivated by the delivery of targets	E
Appetite to secure new business	E
Proactive self-starter, able to work unsupervised within agreed timeframes	E
Can-do/solutions driven attitude to problem solving	E
Strong planning and organisational skills - able to prioritise workload effectively and juggle multiple projects and priorities	E
Strong interpersonal skills – able to engage effectively with a range of audiences	E
High level of financial literacy	E
Strong verbal and written communications skills	E
Experience of report writing	D
Presentation/public speaking experience	D
Strong IT skills and literacy – competent user of MS Office and ability to work with database systems	E
Flexible and adaptable style; able to travel and work outside standard office hours when required	E

Terms and conditions

Two year fixed term contract employed by THOUGHT Support Limited

Salary: £45,000 - £50,000, plus performance related bonus payable on achievement of targets

Pension: THOUGHT Support Limited operates a contributory pension. Your contributions will be matched by 1%, increasing to 2% in 2018

Holiday: 22 days

Travel: All travel costs will be covered.

A laptop and mobile will be provided.